

Contact LOMA:

General Phone:  
770-984-3761

Website:  
[www.loma.org](http://www.loma.org)

Email:  
[education@loma.org](mailto:education@loma.org)

## Important information regarding Official LOMA transcripts

- **NOTE: Before ordering a transcript for academic purposes, please confirm with the academic institution that they will accept copies emailed directly from LOMA. If they will not, contact [education@LOMA.org](mailto:education@LOMA.org) and we will contact the academic institution on your behalf.**
- **Printed copies of transcripts are not available. Your transcript will be emailed directly to you and/or your academic institution from [education@loma.org](mailto:education@loma.org).**
- There is a **\$35 USD** fee for each transcript order. **Transcript orders cannot be invoiced to your company — you must pay by credit or debit card.**
- You will receive one official transcript for each order. If you would like to send an official transcript to more than one academic institution, complete a separate order for each institution.
- It can take up to **two weeks** to fulfill your order.
- Official LOMA transcripts only show successfully completed courses and passing grades.
- Because transcripts contain numerical scores, they cannot be ordered by an employer for company personnel records.

## How to order a transcript:

1. Log in to [LOMA's learning system](#).
2. Search for 'transcript' in the catalog search field.
3. Click Transcript Order.
4. Click Add to Cart.
5. You will see a message showing that the item was added to the cart.

## Provide Shipping (email) details:

1. Click the cart icon in the upper right corner.
2. Review your order, then click Checkout.
3. For **Academic Transcripts**:
  - a. Click Edit below Shipping Address.
  - b. Enter the **email address for the academic institution** in the Name field. Before ordering, **please verify that the institution will accept transcripts emailed directly from LOMA.**
  - c. Enter or update your address — not the academic institution's address — in the remaining fields.
  - d. Click Save.

### For **Personal Transcripts**:

- a. Click Edit below Shipping Address.
  - b. Enter your email address in the Name field.
  - c. Enter or update your address information if needed.
  - d. Click Save.
4. Click Ship to this address.

## Select payment method:

1. Select Credit Card (Cybersource).
2. Click Use This Payment Method.
3. Click Edit next to Billing Address to update your billing address if needed.
4. Click Save.

## Place order and enter payment details:

1. Review your order to make sure it is complete and correct.
2. Accept the Terms and Conditions in the lower right corner before clicking Place Order.
3. You will be redirected to Cybersource, a secure third-party website for payment.
4. Enter all required fields for the credit card transaction.
5. Click Next.
6. If all of your payment details are correct, click Pay.

## Order Confirmation and Receipts

You will see an order confirmation notification, order number, and receipt when the order has been processed. You will also receive an order confirmation email from [support@cybersource.com](mailto:support@cybersource.com).

You may also print a receipt directly from LOMA's learning system.

1. Select Purchases/Receipts from the drop-down menu next to your initials in the upper right corner of the screen.
2. Locate the transaction and click View Details.

